NEOnet

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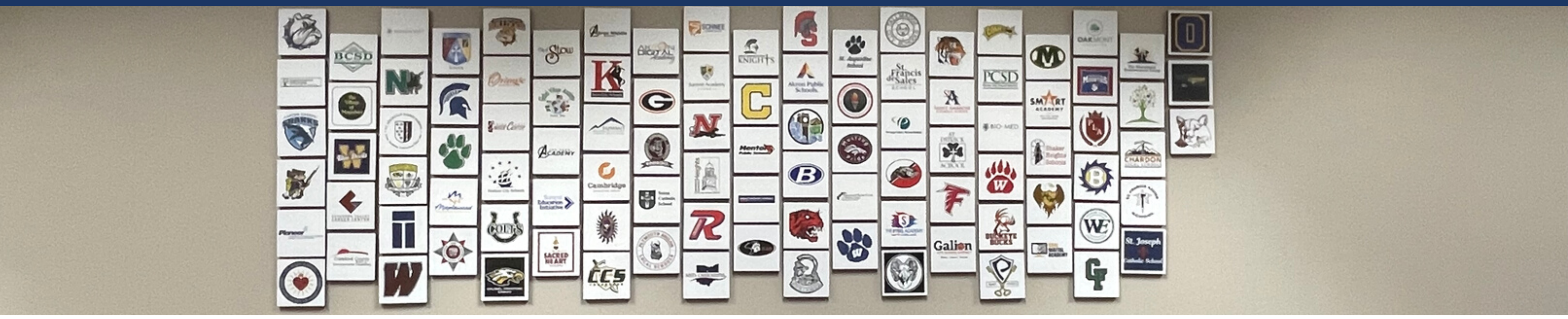
FALL 2023 NEWSLETTER



FROM THE EXECUTIVE DIRECTOR

A new school year has begun, and I hope everyone is settling in and looking forward to the coming months! NEOnet is here as your partner, providing technology for creative solutions in student learning and district efficiency. Together, we'll make this school year great by using technology to improve student education.

We are excited to introduce the newest members of our team at NEOnet! Join us in extending a warm welcome to the NCOCC staff who have joined our family. You can get to know them better through their photos and short bios featured on pages 2 and 3 of this newsletter.

The NEOnet staff is honored to extend our support and collaboration to each of our partners. To facilitate seamless communication, we've included a user-friendly chart on the final page of this newsletter. This chart features the contact details for every department and staff member. Furthermore, under the "Contact Us" tab on our website, you can access the employees' photos, biographical information, and a downloadable phone list. This convenient resource empowers you to easily reach out to our staff for assistance or inquiries. For immediate assistance, feel free to call us at 330.926.3900, extension 0, which rings all staff phones.

The NEOnet Strategic Plan defines who we are, where we want to go, and who is going to take us there. It creates the roadmap to achieving our vision, establishes organizational clarity, and builds and maintains an aligned and cohesive team. The FY23 initiatives are listed below, and the organizations' continuous improvement plan can be found on our website at neonet.org/policies/.

1. Review and improve organizational processes and unite team members to foster collaboration and engagement.
2. Undertake various Information Technology tasks to improve and optimize NEOnet infrastructure and operations.
3. To successfully expand the EMIS and DTS Shared Services Models.
4. Enhance the Educational Technology services and support to current and future users.
5. Complete the facilities expansion and enhancement initiatives.
6. Implement the National Institute of Standards and Technology (NIST) Cybersecurity Framework (CSF) within the school districts to enhance cybersecurity posture and protect sensitive data.
7. Deploy miniOrange, a secure and scalable identity and access management solution to enhance security and streamline user authentication and authorization.
8. Develop intelligent software solutions that optimize processes, automate tasks, and incorporate an early warning system for administrators, enabling them to detect potential issues and take proactive measures to ensure operational efficiency.
9. Prepare an Annual Stakeholder Report

In this newsletter, you will learn how our staff continues to work with all our owners to provide innovative and creative ways of improving education with technology. I feel communication with our owners is essential, so as you read through the information in this newsletter, if you have any questions, ideas, or district needs that you would like to share, please do not hesitate to contact me. You can contact me at 330-926-3902 or gdovin@neonet.org.

Rember that without you there would be no NEOnet! Matthew Gdovin, Executive Director

New Employees

MARK BAUGHMAN, SENIOR NETWORK SUPPORT SPECIALIST

Mark Baughman has worked in the IT area for over 29 years. His experience includes Windows desktop & server support, both hardware and software, along with Nortel Meridian PBX's, Cisco VOIP, VMware, Meraki, and network cabling.

CAROLYN CLINE, STATE SOFTWARE FISCAL SERVICES SUPPORT SPECIALIST

Carolyn Cline has 8 years of experience in finance in the business sector before moving into the fiscal section of a school system. She handled both payroll and accounts payable for 5 years and has been Fiscal Support for NCOCC for 2 years. In her spare time, she enjoys concerts, swimming/lounging in the sun in her pool, and going to Cedar Point with her family. She also enjoys watching her boys play football and going out on the lake fishing with her husband and boys.

NATE COFFEY, SENIOR SYSTEMS SUPPORT SPECIALIST

Nate Coffey's passion for technology led him to attend Pioneer Career & Technology Center in high school, where he honed programming, networking, and systems administration skills. He served Pioneer CTC and Shelby City Schools for over 23 years, progressing from Computer Technician to Systems Administrator. Later, he became Chief Technology Officer at NCOCC/Heartland Council of Governments before joining NEOnet. Nate enjoys systems integration, providing tech insights to organizations, and indulging in hobbies like gaming, movies, and cooking.

RILEY DAVIS, RICHMOND HEIGHTS DESKTOP SUPPORT SPECIALIST

In 2014, Riley Davis completed his studies at Wadsworth High School. Following that, he ventured into the food and service sectors before joining Geek Squad as a Consultation Agent and later as an Advanced Repair Agent. Having acquired proficiency in device repair and user assistance through his work there, Riley sought to expand his expertise in enterprise technology and offer exceptional support to individuals in need by joining NEOnet.

TAMMY HAMILLA, FISCAL SYSTEMS SUPPORT COORDINATOR

Tammy Hamilla, an Ashland native, attended Mapleton schools. She lives in Ashland with her husband, Chad, and has three children and five grandchildren. She joined NCOCC in 2008 as a Fiscal Services Coordinator, later becoming Treasurer. Tammy enjoys reading, cooking, furniture refinishing, and is an avid junk hunter at garage sales, antique stores, and auctions. Tammy is also keenly interested in true crime, regularly indulging in true crime books and shows like DiscoveryID, 20/20, and Dateline.

AUSTIN KENDRICK, EFP FISCAL SERVICES SUPPORT SPECIALIST

Prior to joining NEOnet, Austin Kendrick spent 2 years in Marketing, honing skills in client relations, communication, and business analytics. Always having a knack for technology use, software application, and learning new skills, he is excited to bring his strengths to the team. In his free time Austin enjoys going out with friends, playing video games, and working out.

New Employees

DIANE LEICY, HEARTLAND RECEPTIONIST

Diane Leicy has been working in the educational arena for most of her working career. Coming from a family of innovative and creative teachers, she enjoys being a part of the "behind-the-scenes" segment of education and the ever-changing technology it employs. Her leisure time includes reading, relaxing with music, yoga and the healing arts, enjoying nature and exploring new places, cultures and cuisine, along with skiing, golfing, and spending quality time with her animals, family and friends.

RYAN MCLAUGHLIN, MEDIA SERVICES SUPPORT SPECIALIST

Ryan McLaughlin started as a librarian at Muskingum University and Kent State University. He's taken on roles like virtual course management, cataloging, collection development, and website design. At Fortis College, he was a student services coordinator. Alongside his library work, Ryan volunteers as a crisis counselor, holds a tutoring certification, and lives in Kent with his wife, niece, and cats. He loves Terry Pratchett's fiction, tabletop games, unconventional meals, and garden gnomes.

ANDY MELICK, CHIEF INFORMATION OFFICER

Andy Melick is a seasoned IT professional with over 20 years in education technology. As NCOCC's Executive Director for two years, he showcased strong leadership, directing IT operations and innovative tech implementation. Having worked at NCOCC from 2002 to 2023, including various roles, he played a key role in the merger with NEOnet. Besides his career, Andy's travel and fishing pursuits have taken him to 29 countries with his wife Jennifer, broadening his global outlook.

SANDY SPARR, EMIS SERVICES SENIOR SPECIALIST

Sandy Sparr is an EMIS Services Senior Specialist. She started her 30 year career in 1992, where she has supported and trained in all areas of EMIS services. Sandy is married to her husband, Danny. She is a mother of two: son Cody and daughter Allie, and a dog mom. Her greatest joy is being a grandparent. She enjoys time spent with family and friends, football (Buckeyes, Kentucky Wildcats, San Francisco 49ers), and diamond painting.

MATTHEW WAKELEY, LUCAS DESKTOP SUPPORT SPECIALIST

Prior to NEOnet, Matthew Wakeley worked as helpdesk specialist at Gorman-Rupp and also worked at Ft. Rucker in Alabama supporting foreign military helicopter pilots as an IT Technician. He also spent 20 years as a corrections officer at MCI in Marion Ohio. In his spare time, he enjoys traveling with his wife, video games, astronomy, and storm chasing.

LESLIE WISEMAN, STUDENT SERVICES SENIOR SPECIALIST

Before the NEOnet merger, Leslie Wiseman joined NCOCC in Spring '95 while earning her computer science associate degree from North Central State College. Leslie holds extensive experience with StudentInformation, Gradebook, SpecialServices, SameGoal, and DataMap. Married for 27 years to her high school sweetheart Todd, she has a son, Jordan, and a daughter, Bailey. Coaching cheerleading for 28 years at Northmor High, she supports the Golden Knights on Football Fridays and enjoys Disney World and Destin trips with her family.

From the Tech Director

CHRIS ZOLLA

With the ever-changing landscape of cyber security, it is difficult for a school district to navigate the requirements of liability insurance carriers while filtering through the noise of an endless sea of security vendors. Where do I start my security journey? What is MFA, and how does it work? Do I need AV, EDR, MDR, or XDR? What is the most important thing to focus on? Where do I begin?!

These questions are familiar to us because we started down the same path just a few short years ago. Being stewards of sensitive data for all of our customers comes with a requirement to protect that data. The journey of security is a long one that can be overwhelming if not broken down into smaller, more palatable chunks. While I can't address a comprehensive security plan in a short newsletter article, I can provide some of the basics.

1. Choose and adopt a security framework to build your security program. For schools, this will likely be NIST CSF.
2. Develop a security team to implement the policies and respond to incidents.
3. Break down the security initiatives into phases focusing on the most important pieces first
4. Cyber Liability Insurance requirements may drive this
5. Develop a Cyber Security budget

While this is not a comprehensive list, it gives some structure around where to start developing your security program.

We also understand that Technology Coordinators and staff are already overwhelmed with supporting teachers, devices, and every other technology a school uses on a daily basis. NEOnet is committed to helping our schools move forward in adopting a security posture that will help protect staff and student data. Our goal is to expand our staff and service offerings and to provide hands-on implementation assistance, using our power as a consortium to purchase the right tools and help our members implement them.

We fully understand the increasing pressure schools feel when it comes to security, and we will do everything we can to ease that burden.

If you have any questions about what NEOnet currently provides, please don't hesitate to reach out to me at zolla@neonet.org.

Technology Integration

DAN NIESSEN

Grammarly GO assisted with the creation of this newsletter article

WELCOME TO A NEW SCHOOL YEAR!

The world of educational technology is constantly evolving and improving, and we are here to provide you with the latest updates, resources, and support. Dan Niessen, a former High School Social Studies Teacher and an expert educational technologist, leads our Technology Integration team. Feel free to contact him at **dniessen@neonet.org** or visit **neonet.org/tech-integration** to learn more about edtech professional development.

AI IN EDUCATION

One of the most exciting developments as of late is the increased prevalence of artificial intelligence. As time goes on, teachers and students will notice more AI features appearing across their favorite educational apps like Google Slides, Canva, and Quizlet. This technology will evolve very quickly, but we are committed to staying up-to-date with these advancements and providing you with the tools and resources you need to integrate AI into your classrooms.

FLEXIBLE LEARNING, TAILORED TO YOU

In addition to AI, we offer a wide range of training focusing on topics such as Google Sheets, Project-Based Learning, and various other tools and best practices for using technology in the classroom.

We understand that every educator's schedule is different so we offer several flexible options for our edtech PD:

- Join us for free weekly training sessions, either in person or via Zoom, to delve into a wide range of edtech topics.
- Explore our PD On-Demand LMS at your own pace and convenience. NEOnet members have free access to over 50 unique sessions.
- Let us bring our expertise to your school with customized on-site PD sessions designed to meet your specific needs and goals.

Visit neonet.org/tech-integration for details.

Thank you for all you do to support students and their education. We look forward to continuing to work with you and help you navigate the ever-changing world of edtech.

8th Annual NEOnet Library Mini Conference

TAMRA DUGAN

The Educational Technology department was proud to host their 8th annual back to school library mini conference August 7th. Library staff from nine districts gathered for sessions including “Artificial Intelligence in Schools” (Dan Niessen, NEOnet) and “Diversity, Equity and Inclusion in Middle Grade Book Talks” (Ellen Barnes, Nordonia Hills). Librarians from Stow-Monroe Falls Public Library and Cuyahoga Falls Library also shared upcoming book releases. Special thanks to OverDrive for sponsoring the event!

OHIONET DISCOUNTS

Planning on purchasing a new barcode scanner, furniture, or other supplies? All school libraries using Sirsi WorkFlows software are members of OhioNet through INFOhio, and are eligible to take advantage of a variety of discounts. Vendors include Demco, Brodart, Gaylord, The Library Store, and Kapco.

OhioNet also offers consortium pricing on over 700 electronic resources and free webinar and low cost live professional development opportunities. Visit **ohionet.org/log-in** to create your account- under “Need User Access” select INFOhio and click Create Account.

EMIS ODDEX CNDC Module

MARY DOLIS

On July 31, ODE released a new module to ODDEX. The Child Nutrition Direct Certification (CNDC) module automatically identifies students eligible for the free/reduced-price lunch program.

Both public and non-public entities can use this module to complete Direct Certifications for students receiving free or reduced meal benefits as eligible through the National School Lunch Program.

The National School Lunch Program certification process is not new to districts, only new to ODDEX. Much of the data food service users uploaded each month to the Legacy Direct Certification program already exists in EMIS.

The new CNDC will replace the existing Legacy CNDC system for the 23-24 school year and will leverage EMIS data available in ODDEX to improve the match rate. LEAs can update supplemental data to get an even higher match rate.

All data is cumulative:

- Historical data available starting with 2023-24
- User Interface tools to better qualify students for benefits.
- The matching process will run automatically weekly using the latest SCR-submitted enrollment data.

The matching certification process includes students receiving benefits from ODJFS or Medicaid. A student may also qualify for free or reduced benefits with reported values indicating foster placement, homeless or migrant status.

Users wishing to use the CNDC module must be granted the proper OEDS roles. Information on the OEDS Roles can be found here.

There is no default access because the data on Medicaid, TANF, and SNAP recipients is only for this process and only for those who need to know.

Access to ODDEX/CNDC is obtained when your district's OEDS Administrator grants roles –

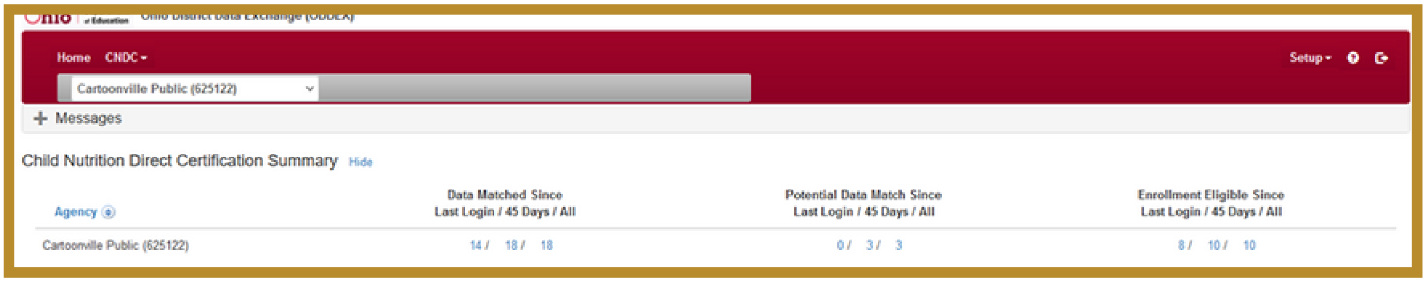
Generally, roles will be granted to district Food Service personnel –

- Verifier-CNDC - Allows a user to manually match, unmatch, and remove eligibility for students.
- Data View-CNDC - Allows a user to view data.

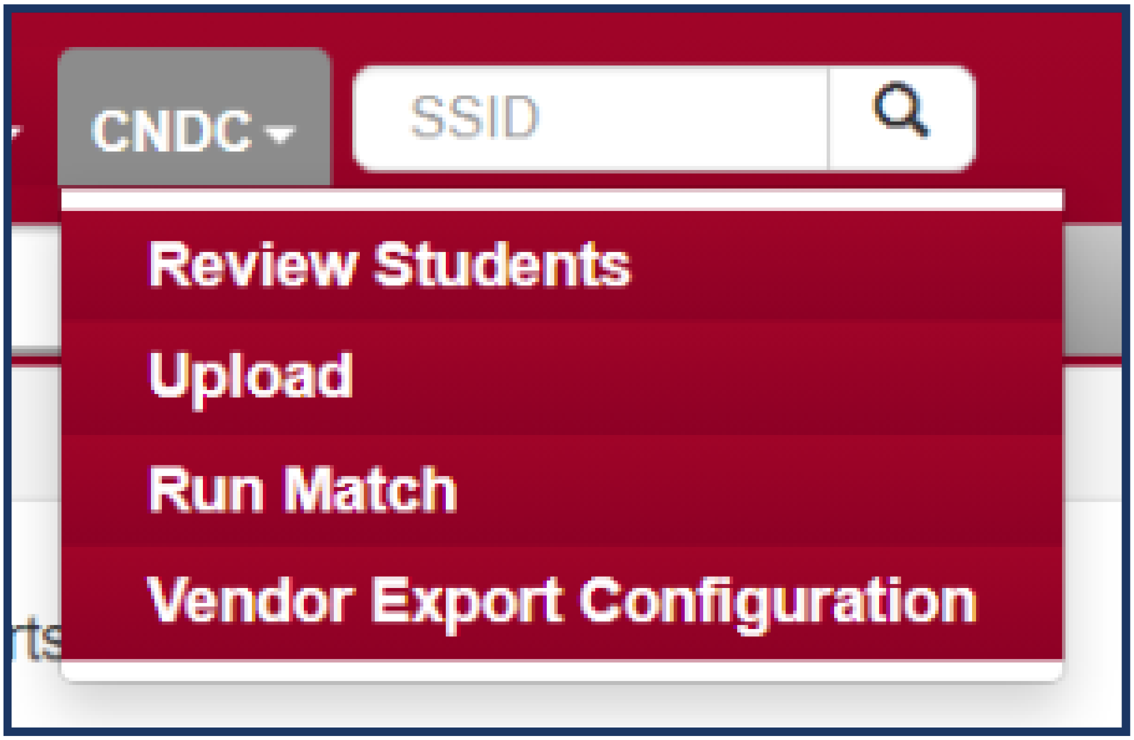
Superintendent –Treasurer, Business Manager, Assistant Treasurer • Have access by default. No special roles are needed.

EMIS Coordinators are not expected to be the primary users of the ODDEX/CNDC module but Roles can be granted to EMIS coordinators if needed.

Users may access the CNDC module within ODDEX by using the CNDC link on the navigation bar or by clicking on one of the blue hyperlinks within the landing page. See the **Landing Page** for details on its use.



The options available from the CNDC drop-down will vary depending on the user's OEDS roles.



3rd Grade Retention and HB33 Updates

SANDY SPARR

The FY24 3rd Grade Retention Collection is available to process in the EMIS Data Collector. The collection will close on September 1, 2023.

FY24 Retention data appeal, if necessary, is on a short timeline. The FY24 appeal opens September 5, 2023, and closes September 6, 2023. Instructions to complete data appeals are available at Education.ohio.gov, keyword search "Data Appeals".

What are we reporting?

- FY23 3rd grade students ONLY
- Students retained/promoted status element from the FN record
- Retained/promoted status element is required to be reported for any 3rd-grade student who did not meet the score requirements of the FY23 Ohio State Test
- Retention reporting for current retained/promoted status element rules do not change in FY24 due to the delay of HB33
- Districts will continue to report any applicable retained/promoted status for each 3rd-grade student
- Students that do not meet ANY of the existing retained/promoted status element options, BUT due to HB33 are promoted to 4th grade, option = "*" should be reported
- Parents who wish to retain a student who would be promoted due to HB33 should use option = "A"
- Additional information can be found at https://education.ohio.gov/miscellaneous/news
  - See EMIS Newsflash - August 14, 2023

Things to keep in mind when reviewing data in this collection:

- FY24 student data will be reported in this collection
- FY23 retained 3rd-grade students no longer enrolled prior to the 1st day of school will not be included in the 3rd retention reporting
- Please ignore Level 1 errors fatal errors for students not enrolled in your district in FY23 (new to the district in FY24)

Although not part of the 3rd-grade retention, hot topics of reading diagnostics and reading improvement monitoring plans go hand in hand with discussions. RIMPs are required for students "Not on Track" in reading diagnostic assessments no more than 60 days following. In the absence of a completed RIMP over 60 days following the results for students "Not on Track", Academic Intervention program codes will be required.

FY24 Reading Guarantee changes are available at Education.Ohio.Gov, keyword search "Fiscal Year 2024 Changes" and "Third Grade Reading Guarantee".

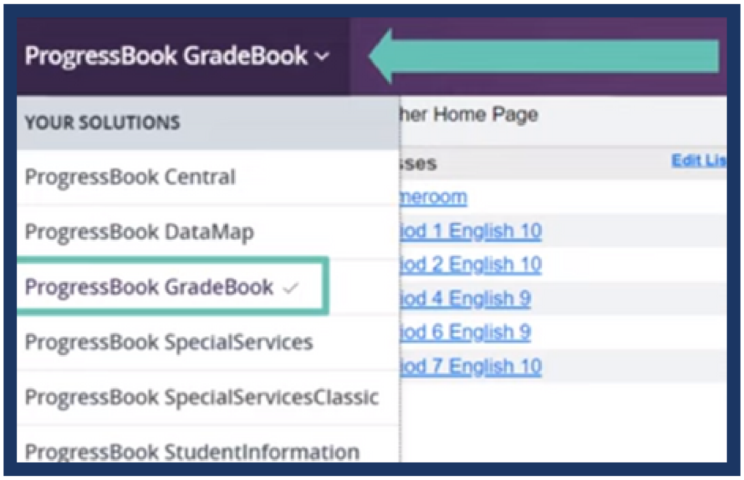
Additional upcoming FY24 changes impacting reading improvement will see the start of RIMP program codes reported in the 4th grade for students identified as not reading at the current grade level reported during Mid and End of Year Student Collections. In some cases, students previously retained in the 3rd grade will be promoted to 4th grade under the guidelines set forth in HB33. These students will continue reporting RIMP program codes in the years to follow as needed up to the 12th grade. In FY24 RIMPs can be reported for grades K-4. We will see the removal of two RIMP codes in FY24, 152755 (Interventions Designed around Leveled Texts) and 152760 (Intervention Designed around the Three Cuing System). Reading Diagnostic Assessments formerly reported in the FN record will be removed and replaced with a new Reading Diagnostic Assessment Collection. This assessment will be provided to grades K-3 by September 30.

ProgressBook Suite Summer 2023 Makeover!

JENNIFER COTTRILL

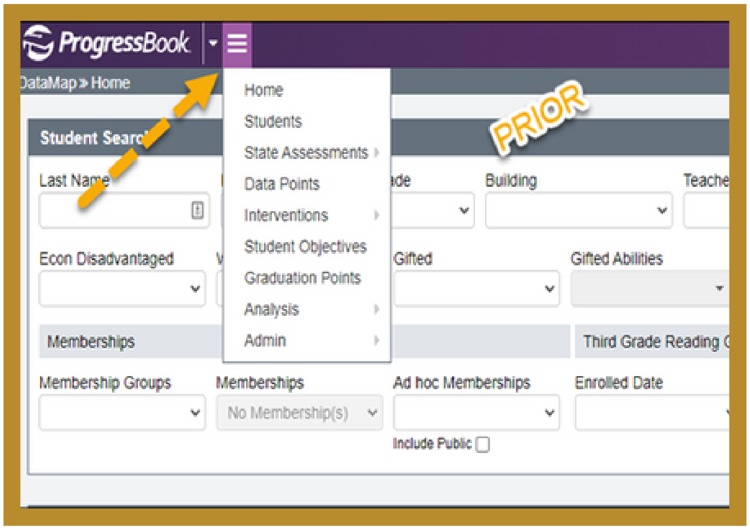
The summer 2023 release of the ProgressBook suite included an upgraded user interface look. DataMap, Teachers Gradebook, and StudentInformation/DASL all have a slightly different look, with DASL having the most changes. Short videos describing the changes were published before the release and are still on the login page for those who have yet to log in this school year!

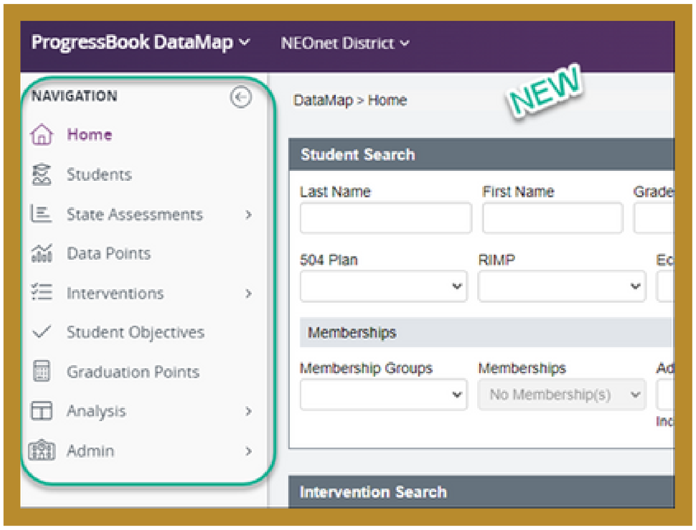
For users with access to multiple products within the suite, the product switcher is still located in the top left corner and includes a dropdown, but it now lists applications for you to select. Also, a tip is to hold the CTRL key down before selecting the application to ensure a clean open of the app in a new tab.



DATAMAP

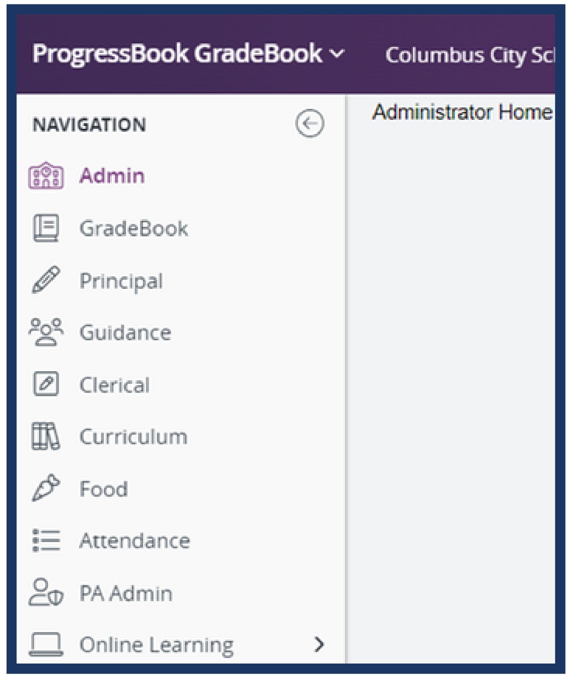
The big change with navigation within DataMap, the menu in the top purple banner has moved to the side menu navigation and includes cleaner-looking menu icons. However, all functionality remains the same!





GRADEBOOK

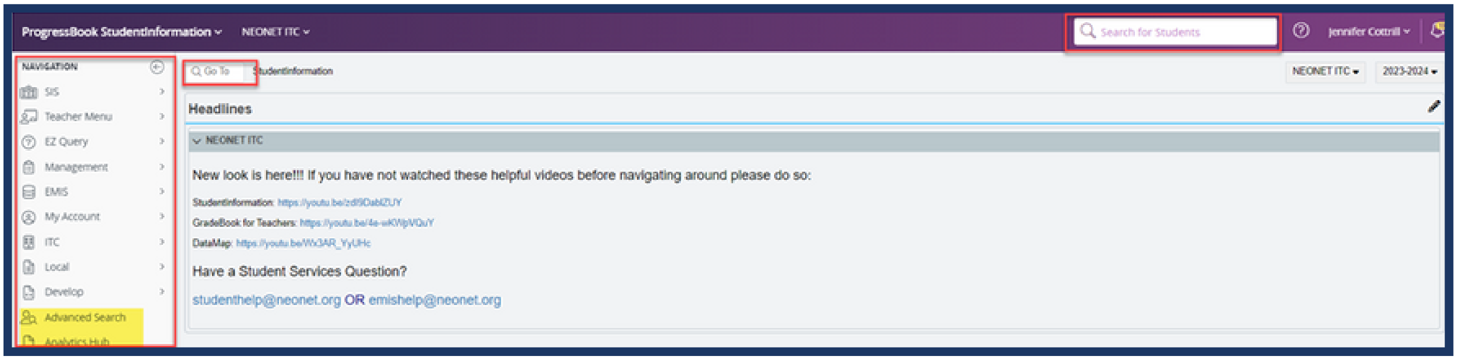
For teachers and administrators navigating Gradebook, the most significant change is that the tabs located at the top of the screen and going across are now in the side menu navigation. Depending on your Gradebook security role, you will see the menu icons with options on the left-hand side.

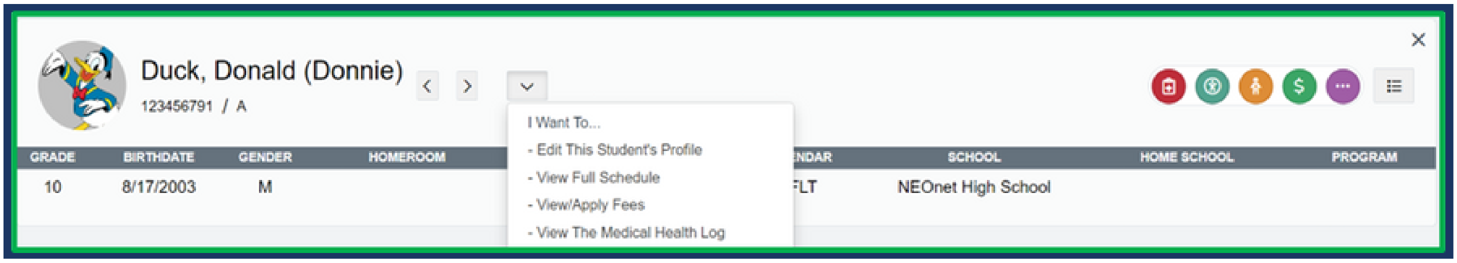


STUDENTINFORMATION/DASL

StudentInformation/DASL had the most changes with the summer makeover. However, no functionality has changed, no breadcrumb trails were removed, nor any reports. It is encouraged that users watch the video posted on the login page OR watch our NEOnet back-to-school session located on our website to review all items changed:

- Menu dropdown has now moved to side menu navigation
- Go To box was moved to the left-hand side of the screen
- Search for Students box is now in the top purple banner
- The Advanced Search moved to the side menu
- Analytics Hub reports moved to the side menu
- Student in Context is much larger
- Student alert icons have changed





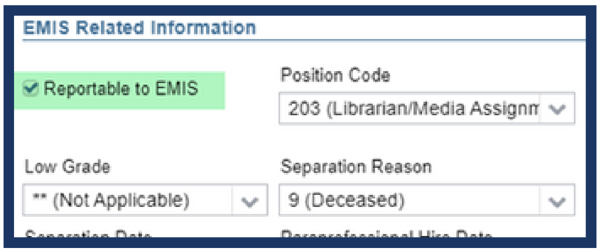
State Software EMIS Clean Up in the New Fiscal Year

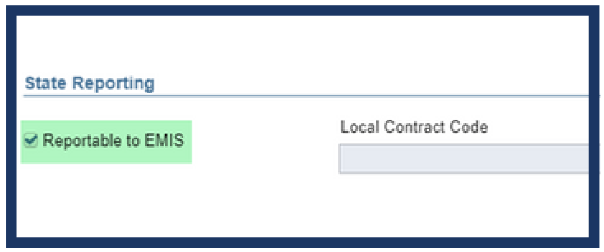
CHELSEA KERR

When your district has completely finished reporting FY2023 data in the Final L Staff Collection, including any appeals if applicable, you can safely begin to clean up records and override data in USPS that will not be needed for reporting in the new fiscal year.

The EMIS Staff & Course Initial L Collection for Fiscal Year 2024 will open on September 7, 2023. To start the new reporting period off on the right foot, it is helpful to clear off old compensation records from reporting to EMIS, as well as separated positions and employees that should not be included in the next collection.

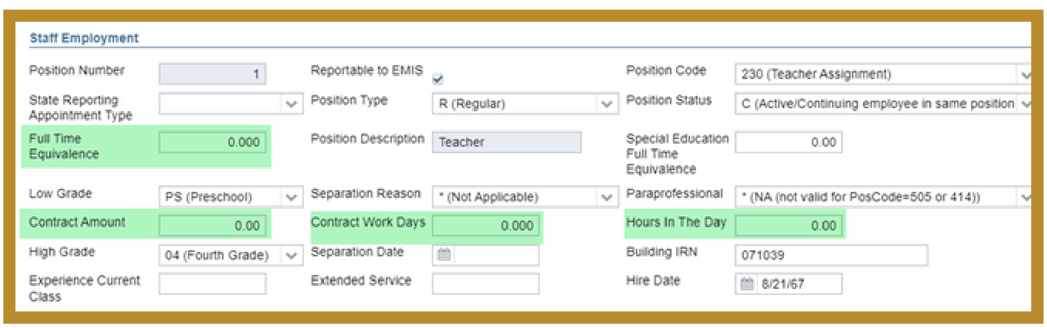
For any positions that have been reported as separated in the Final collection of FY2023, the associated position and compensation records can be unchecked for Reportable to EMIS. In the EMIS Position Entry screen, the EMIS reporting flag can be found under the **EMIS Related Information**. For the Non-Contract and/or Contract Compensation records located in Core>Compensation, the checkbox can be found under the **State Reporting** section of the compensation screen.





If an employee is no longer working for the district in any position after they were reported separated, then the EMIS Employee Entry screen should also be unchecked for "Report to EMIS."

Next, any Position EMIS override data populated for the previous fiscal year should be cleared out or updated to reflect the new fiscal year. This includes the FTE value, the Contract Amount, Contract Work Days, and Hours in the Day. These EMIS override fields are located in the EMIS Position Entry screen under the **Staff Employment** section.

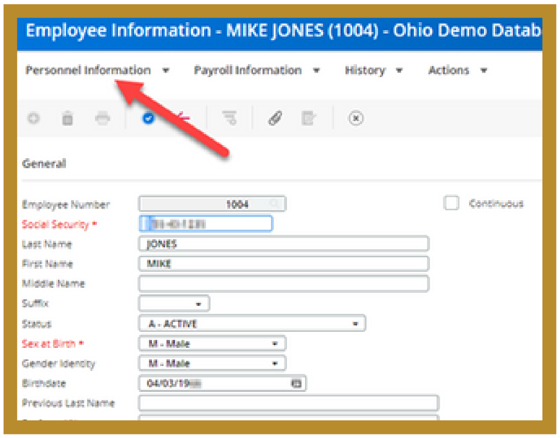


Finally, Total and Authorized Years of Experience should be incremented for all applicable employees. These fields are located within the Employee screen under the **Experience** section.

Incrementing the years of experience can be done manually for each employee in EMIS Employee Entry, or the years can be mass updated with either a Mass Load file or a Mass Change procedure by users with that additional access. Please submit a Fiscal help ticket for assistance with setting up the mass change definition in the Employee grid.

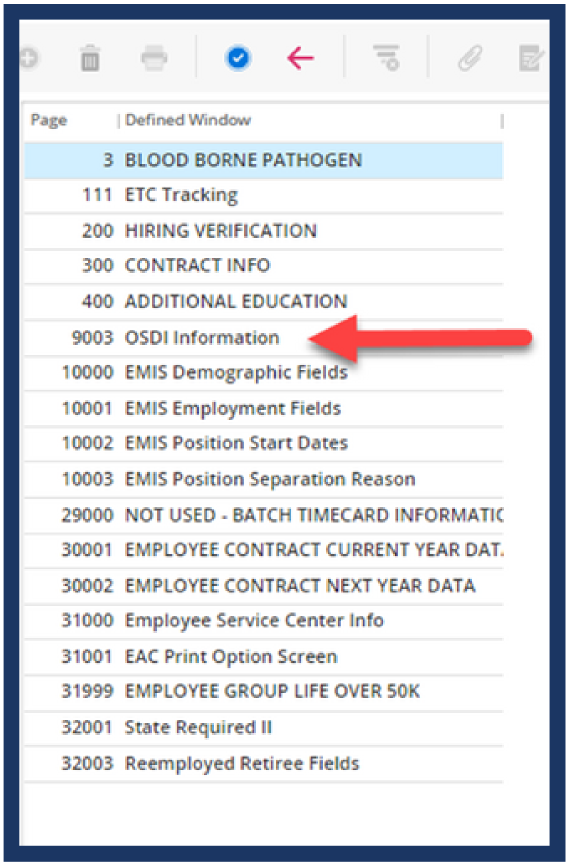
eFP Change of Address Best Practice

1. Under Human Resources > Entry and Processing> Employee Information



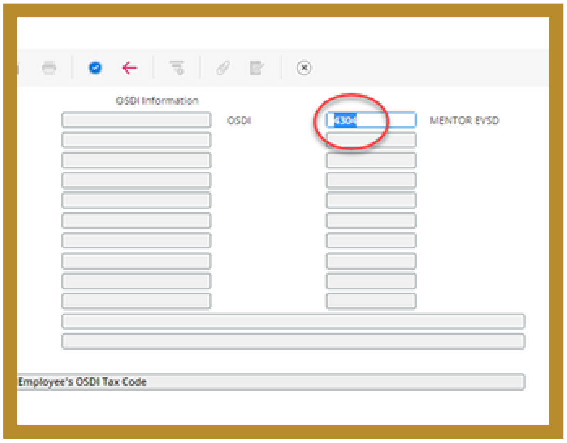
2. Change the address in the address field then proceed to Personnel Information.

3. Select Defined Windows

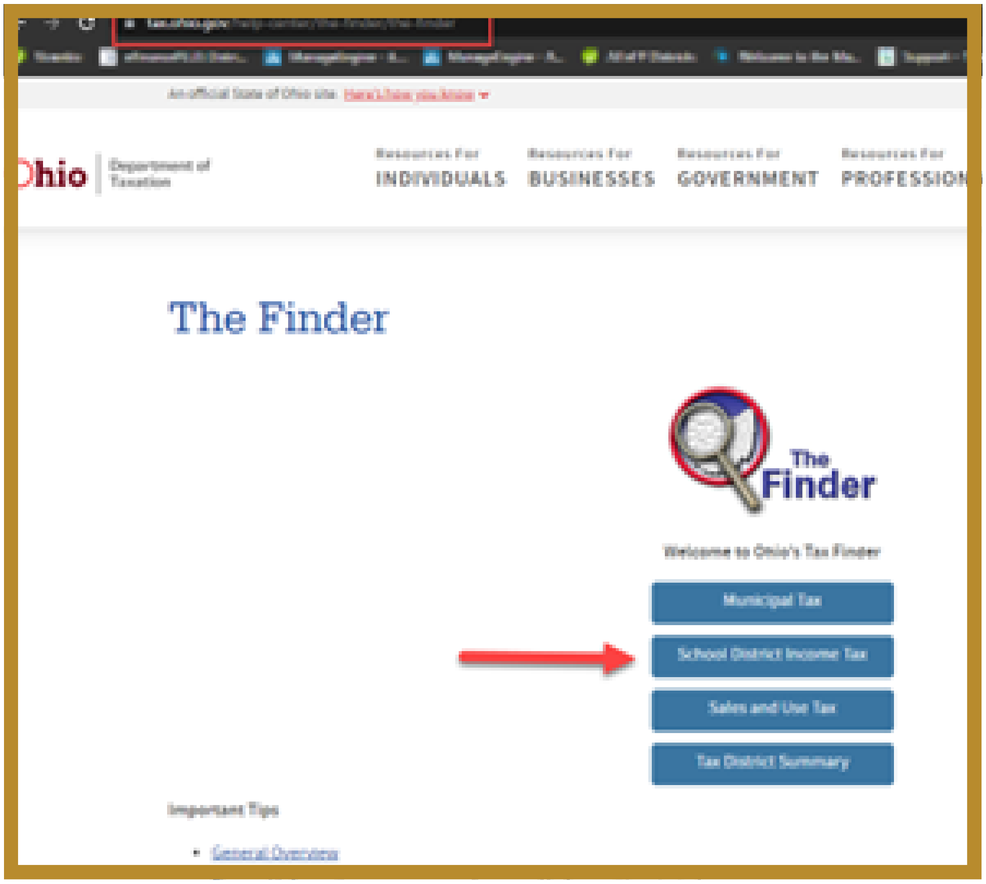


4. Then select 9003 OSDI Information

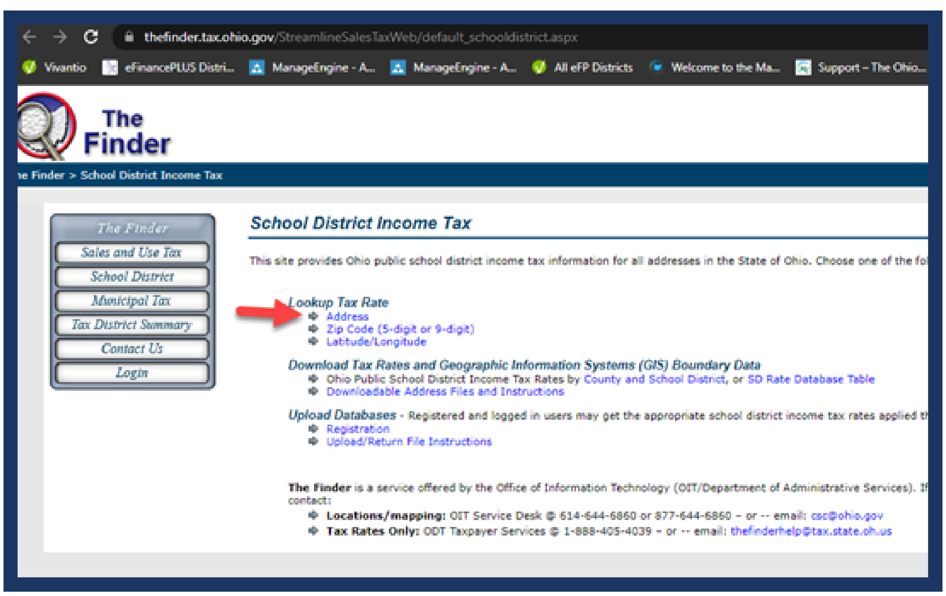
5. You will see the OSDI field, this is required and they system will not allow you exit until you have populated it.



6. Go to tax.ohio.gov to The Finder and select School District Income Tax



7. Choose Lookup Tax Rate by address, enter the employees address and see the school District Number. This is the 4-digit number you will enter on the OSDI field. After this step you have successfully updated the employee's address.

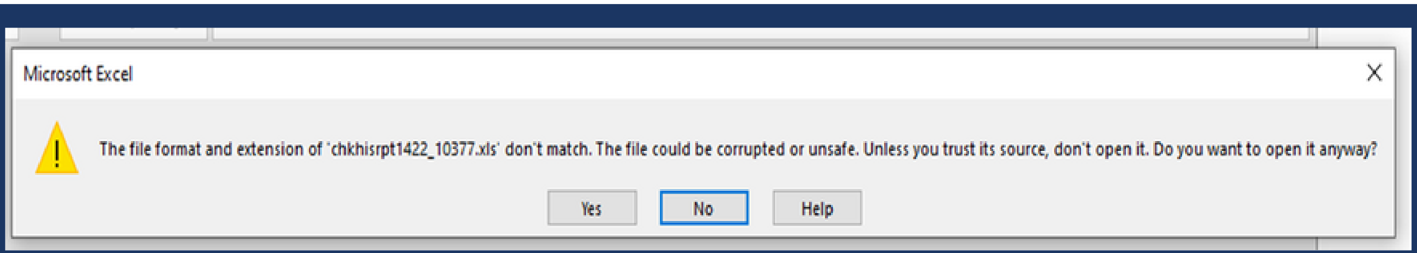


Resolved: Security Warning on eFinancePlus Reports with the 22.4.23 Release

BY SUSANNE SEARL

You may have experienced a security warning whenever you ran a report to excel from eFinancePlus (eFP) and attempted to open the file. The good news is that this issue has finally been resolved with the latest 22.4.23 release!

Previously, eFP reports were saved with the file extension ".xls." This format triggered a security notice because Microsoft Excel flagged these files as potentially unsafe, causing a warning when opening reports.



Going forward, all Excel reports generated from eFP will be saved with the ".xlsx" file extension.This format is the default file extension for Excel workbooks created with Microsoft Excel 2007 and later versions so you can now run excel reports knowing your data is better protected and without the security warning issue.

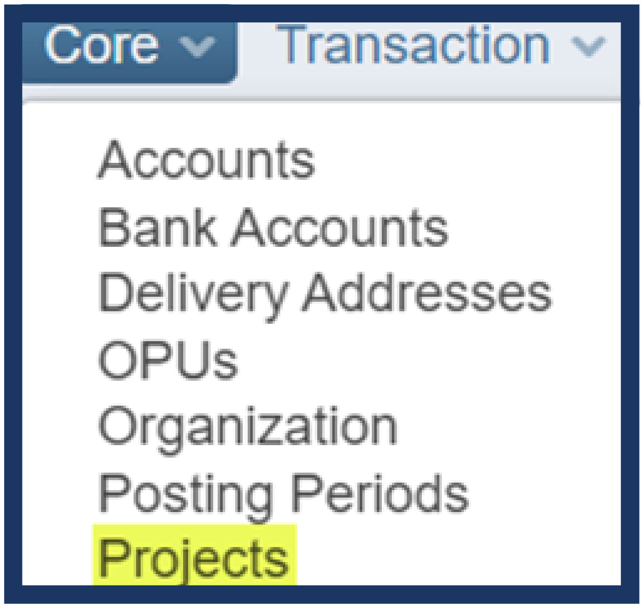
EFP FALL COFFEE COLLAB MEETING DATES

Dates	Topic
August 21 @ 9 AM	HR/Payroll
September 4 @ 9 AM	Fund Accounting
September 18 @ 9 AM	HR/Payroll
October 9 @ 9 AM	Fund Accounting
October 23 @ 9 AM	HR/Payroll
November 13 @ 9AM	HR/Payroll
November 20 @ 9AM	Fund Accounting
December 4 @ 9 AM	HR/Payroll
December 18 @ 9 AM	Fund Accounting

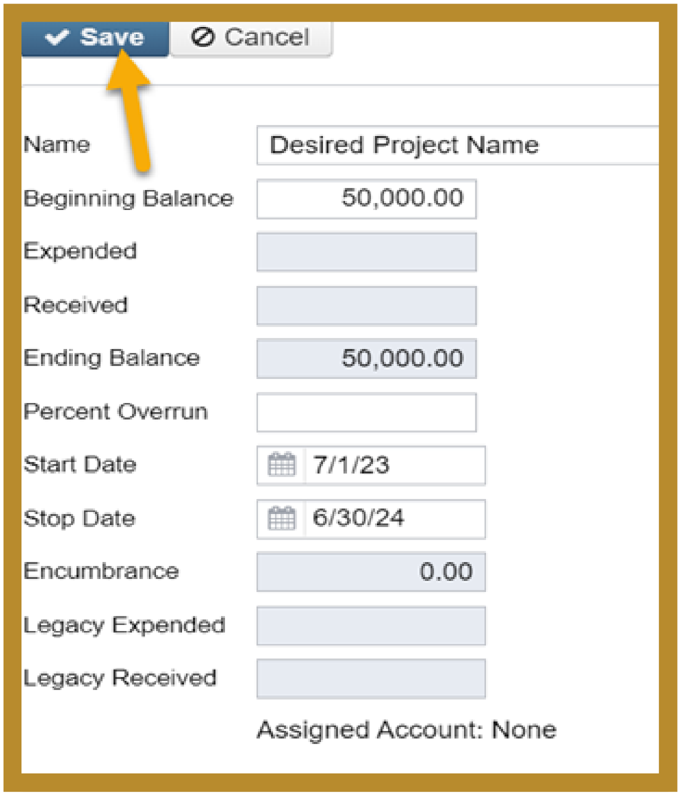
Hidden Gem of the USAS Core Menu

MICHELLE INGERSOL

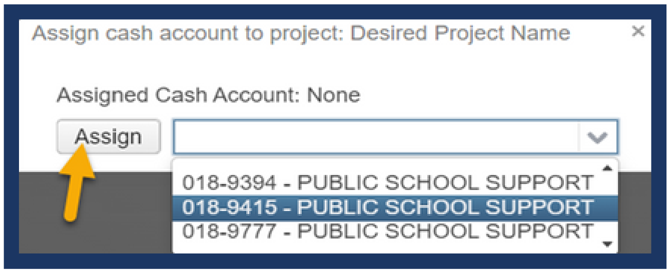
Have you been looking for a way to track the funds for your newest project? Well look no further than the USAS Core Menu!



The projects grid is a simplified way to track your project-to-date information. It provides a quick view of expended amounts, received amounts, and cash balances as the project takes place. To start a new project, click the + Create button. Enter the desired information and save.

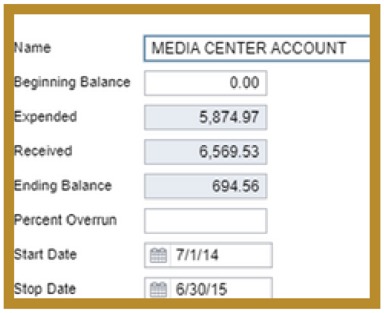


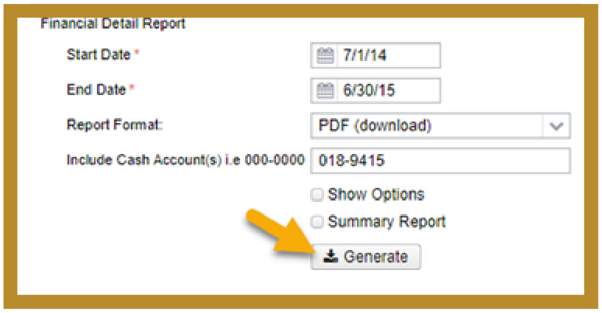
The last step is to add the cash account that will be associated with the project. To do this, click the $ button next to the desired project in the grid. Select the cash account from the drop-down list to assign.



There are a few special items to note when using the grid for project management:

- For accuracy, the stop and start date of the project must be entered. The expended and received amounts are calculated based off these dates.
- Currently, the database will only allow one cash account per project.
- If a project has transactions related to it, it cannot be deleted.
- The expended and received amounts are easily verified by using the start and stop dates for the cash account on a Financial Detail report as seen below:





Start Date: 07/01/2014
End Date: 06/30/2015

Financial Detail Report

Date	Check #	Receipt #	PO #	Description	Account Code	Received Amount	Expended Amount
Cash Account: 018-9415 PUBLIC SCHOOL SUPPORT							
08/12/2014			150358	Medium Wisteria Pens	018-2222-510-9415-000000-101-00-000		
08/12/2014			150359	Large Violet Phone	018-2222-510-9415-000000-101-00-000		
08/12/2014			150360	Small Cooler	018-2222-510-9415-000000-200-00-000		
10/31/2014		215472		Park Book Fair	018-1640-9415-000000-101	2,241.84	
11/07/2014		215476		CRESTWOOD BOOK FAIR	018-1640-9415-000000-102	1,393.71	
11/07/2014		215477		CRESTWOOD BOOK FAIR	018-1640-9415-000000-102	1,301.26	
11/10/2014	90008		150358	Fall 2014 Scholastic Book Fair Park Elementary	018-2222-510-9415-000000-101-00-000		2,408.03
11/10/2014	90008		150359	Fall 2014 Scholastic Book Fair Crestwood Elementary	018-2222-510-9415-000000-101-00-000		1,969.31
01/23/2015		215601		PARK BOOK FAIR	018-1640-9415-000000-101	581.19	
01/23/2015			151267	Brown Drill Press	018-2222-510-9415-000000-101-00-000		
01/28/2015		215631		MS BOOK FAIR	018-1640-9415-000000-200	584.22	
01/29/2015		215634		MS BOOK FAIR	018-1640-9415-000000-200	467.31	
02/10/2015	90617		150360	Winter 2014 Scholastic Book Fair Middle School	018-2222-510-9415-000000-200-00-000		1,050.95
02/20/2015	90684		151267	Item #150748 Recycled magazine holders pack of 6	018-2222-510-9415-000000-101-00-000		82.60
03/13/2015			151451	Large Flashlight	018-2222-510-9415-000000-101-00-000		
03/16/2015			151466	Large Red Paper	018-2222-510-9415-000000-101-00-000		
03/16/2015			151487	Medium Mower	018-2222-510-9415-000000-101-00-000		
03/16/2015			151487	Large Pink Books	018-2222-510-9415-000000-101-00-000		
03/16/2015			151487	Medium Black Trays	018-2222-510-9415-000000-101-00-000		
04/10/2015	90956		151451	23 Books - see attached	018-2222-510-9415-000000-101-00-000		318.36
04/10/2015	90956		151487	The Land of Stories: Book 1	018-2222-510-9415-000000-101-00-000		2.76
04/10/2015	90956		151487	The Land of Stories: Book 1	018-2222-510-9415-000000-101-00-000		2.76
04/10/2015	90956		151487	The Land of Stories: Book 1	018-2222-510-9415-000000-101-00-000		2.76
05/29/2015	91308		151466	A Grimm Warning (Land of Stories)	018-2222-510-9415-000000-101-00-000		37.44
						$ 6,569.53	$ 5,874.97

Consider using the projects grid for your next project!

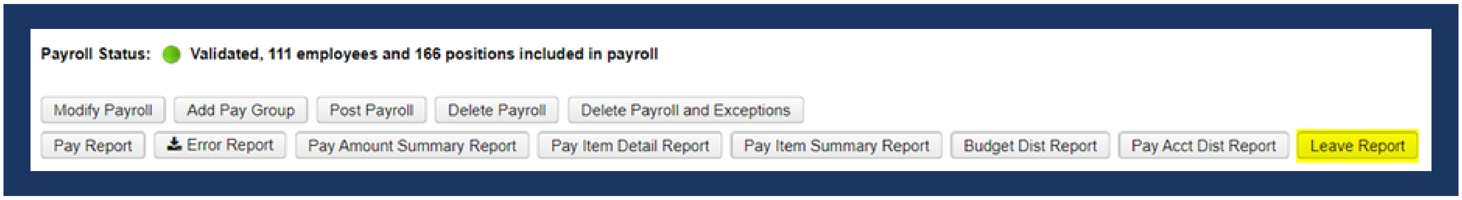
New Leave Report in USPS

CAROLYN CLINE

Did you like and use Classic's CHKLEV report? If so, you may like having an equivalent in redesign!

USPS now has a new Leave Report allowing you to review leave usage and balances either before and/or after a payroll is posted.

After the initialization of a pay, a leave report button will be available.



This report will list all absences used and the balance for all employees in the corresponding initialized payroll.

If deferred absence posting is activated on the configuration screen, the report will only list absences that have been applied to the balance and have a date up to and including the payroll stop date.

Reporting Period: June 2023 (FY 2023) **6/23/23 8:15 AM**

Tucker (Demo) Schools

Payroll Leave Report

Employee #	Employee Name	Unit	Sick Usage	Sick Balance	Vacation Usage	Vacation Balance	Personal Usage	Personal Balance
ANON809	Byers, Stanley Dan	Daily	0.00	53.92	0.00	0.00	0.00	0.00
ANON810	Alexander, Rocky Cory	Daily	1.00	239.00	0.00	0.00	0.00	0.00
ANON814	Bradley, Pete Dale	Daily	0.00	71.50	0.00	0.00	0.00	0.00
ANON883	Sullivan, Ronald Maria	Daily	0.00	34.50	0.00	0.00	0.00	0.00
ANON896	Cardenas, Dallas Eric	Daily	0.00	7.13	0.00	2.80	0.00	3.00
ANON908	Lindsay, Emily Brenda	Daily	0.00	2.75	0.00	2.49	0.00	1.00
ANON911	Estes, Devin Cassandra	Daily	0.00	73.50	0.00	0.00	0.00	0.00
ANON915	Kramer, Jeannie Brady	Daily	0.00	39.50	0.00	0.00	0.00	0.00
ANON957	Powell, Chuck Timmy	Daily	0.00	79.00	0.00	0.00	0.00	0.00
ANON988	Gill, Kaylee Herbert	Daily	0.00	215.75	0.00	0.00	0.00	0.00
ANON990	Warren, Lacey Cheryl	Daily	0.00	33.50	0.00	0.00	0.00	0.00

Report Summary

Hourly Sick Usage Total:	0.00
Hourly Vacation Usage Total:	0.00
Hourly Personal Usage Total:	0.00
Daily Sick Usage Total:	3.00
Daily Vacation Usage Total:	1.00
Daily Personal Usage Total:	1.00

This option is also available after the payroll is posted and again includes the same information. The usage and balanced displayed on this report should match the balances that appear on the employees' direct deposit notices.

Account Tips and Tricks

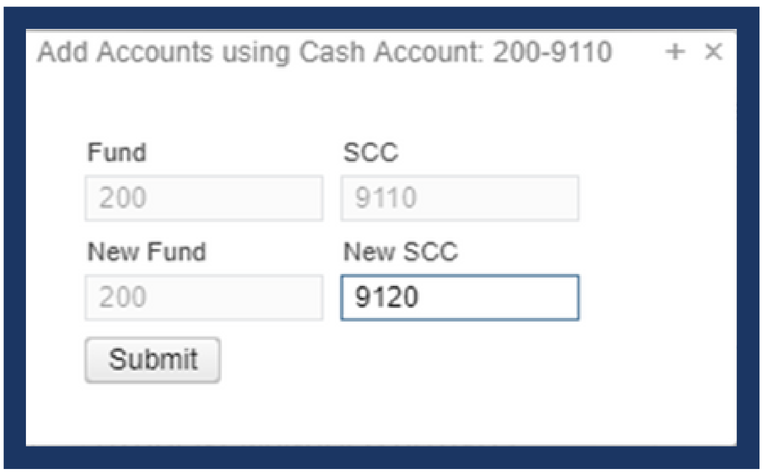
Have a new SCC for your Grant this year and need to add all new accounts?

Did you know that State Software can **Mass Add** accounts from one FUND/SCC combo to another? Here is how!

The Mass Add function may be used to copy **ALL** appropriation, expenditure, and revenue accounts in a cash account to a new special cost center within that same fund.

Go to Core > Accounts > Cash Accounts Tab

1. Using the filter row search for desired cash account
2. Click on to view a particular cash account.
3. Click on + Mass Add when viewing the cash account.
4. Enter the New SCC to be used on the accounts that will be added.
5. Click on Submit to add the new accounts.



Please be aware, the mass add process will not create invalid accounts. If the original cash account has underlying accounts with invalid account dimensions those accounts will not be created. A list of accounts will be generated once the process has been completed, showing the accounts that were created and which were not. If an account could not be created, the error will contain the reason. For example, "Expenditure 572-2214-141-921B-000000-001-14-000 not created: 2214 is not a valid function code". You will need to record which accounts were not automatically created and manually create those accounts, if needed, using valid account dimensions.

CASH ACCOUNT IMPORTANT THINGS TO REMEMBER!

- **Fund Type:** Select the appropriate fund type to designate how the fund will be reported on certain reports (i.e., Periodic menu reports).
- **Include As General:** When checked, the cash account is included as part of the five-year forecast and SM1/SM2 reporting. There is a bundled, mandatory

rule: org.ssdt_ohio.usas.model.account.CashAccountRules that automatically assumes the following funds are to be included: 001and 016 funds as well as expenditure and revenue accounts with Fund 002 and SCC 8001. User must checkmark the box for any 002 9xxx fund that should be included.

- **Requires Budgeting:** When checked, it requires balance checking on the associated budget and appropriation accounts. Requisitions and purchase orders will not be posted if it causes the associated appropriation and budget accounts to go negative. If unchecked, this enables users who otherwise are unable to exceed appropriation or budget balances to exceed these balances for this fund only.
- **Include Certificate:** When checked, this cash account is included in the Certification Reports.

Adding a start or stop date to a cash account will affect **the cash and ALL associated appropriation, expenditure, and revenue accounts.** If a start date is entered, then the cash account and all associated accounts will become active on that date and will allow processing against those accounts. If a stop date is entered, then the cash account and all associated accounts will become inactive on that date and will NOT allow processing against those accounts. ***Note: this is true regardless of the start/stop date on any associated appropriation, expenditure, and revenue accounts.**

Making a cash account active or inactive will affect **the cash and ALL associated appropriation, expenditure, and revenue accounts**. If the active box is checked then the cash account and all associated accounts will be active and allow processing against them. If the active box is un-checked then the cash account and all associated accounts will NOT allow processing against them. *Note: this is true regardless of the active box being checked on any associated appropriation, expenditure, and revenue accounts.

The delete function may be used to delete any cash account that does not have any activity against it.
A cash balance account tracks the expenditures and receipts for a particular fund. The Special Cost Center (SCC) for a cash balance account is 0000.

A cash control account means that the user wants to establish an account to track the cash of a particular fund separate from the other SCC's in that fund. To accomplish this, the user must establish a cash account that has a SCC of 9000 or greater.

- A **cash balance account** tracks the expenditures and receipts for a particular fund. The Special Cost Center (SCC) for a cash balance account is 0000.
- A **cash control account** means that the user wants to establish an account to track the cash of a particular fund separate from the other SCC's in that fund. To accomplish this, the user must establish a cash account that has a SCC of 9000 or greater.

APPROPRIATION ACCOUNT IMPORTANT THINGS TO REMEMBER!

***Note-The appropriation account will be created for you when the first budget account is created.** Most of the processing programs will prompt you for a budget account, not an appropriation account. **The budget account is converted into an appropriation account internally by the programs.** The appropriation accounts are invisible to the user in most circumstances.

However, the user does have the ability to generate reports on appropriation accounts, and the user can also look at appropriation accounts through inquiry programs.

Adding a start or stop date to an appropriation account will affect that **account and underlying related expenditure accounts.** If a start date is entered, then the appropriation account (and its underlying expenditure accounts) will become active on that date and will allow processing against it. If a stop date is entered, then the appropriation account (and its underlying expenditure accounts) will become inactive on that date and will NOT allow processing against it.

Making an appropriation account active or inactive will affect that **account and underlying related expenditure accounts.** If the active box is checked then the appropriation account (and its underlying expenditure accounts) will allow processing against it. If the active box is un-checked then the appropriation account (and its underlying expenditure accounts) will be inactive and NOT allow processing against it.

The delete function may be used to delete any appropriation account that does not have any activity against it.

Tracking Requisitioned Amounts

If the pre-encumbrance module is installed, then total outstanding requisitioned amounts by account are tracked, and by default the dollar amounts associated with all open requisitions previously posted against the same account will be taken into consideration when doing the balance checking. This is desirable if you want a "first come, first served" scenario where users may not post any more requisitions once the balance is depleted. By default, the balance checks are warnings, but rules may be customized to change this to a fatal error, preventing the requisitions from being posted at all.

If the user would like to track the requisitioned amounts, but NOT take them into consideration when doing the balance checking, this is possible by installing the pre-encumbrance module and then adjusting the rules which are enabled in the ADMIN/Rules option. In this case you would want to disable the rule "DefaultBalanceCheckWarning" and enable the rule "ReqBalanceCheckWarningExcludesPreencumbrances"

The pre-encumbrance module can be installed or uninstalled as desired via the Admin/Modules menu option.

EXPENDITURE ACCOUNT IMPORTANT THINGS TO REMEMBER!

Budgeting Adjustments on an Expediture Account

When viewing an account, you have the option to view and post budgeting adjustments (i.e., initial budget figures, additions, deductions, etc.) via the Budgeting Adjustments icon.

Adding a start or stop date to an expenditure **account will affect only that account.** If a start date is entered, then the expenditure account will become active on that date and will allow processing against it. If a stop date is entered, then the expenditure account will become inactive on that date and will NOT allow processing against it. When entering transactions, accounts will only be available to use if the transaction date falls within the account start and stop dates.

Making an expenditure account active or inactive **will affect only that account.** If the active box is checked, then the expenditure account will allow processing against it. If the active box is unchecked, then the expenditure account will be inactive and will NOT allow processing against it.

The delete function may be used to delete any expenditure account that does not have any activity against it. A few things that would prevent deleting the account:

- On Core > Account, review the budget adjustments. Even if they total zero, if there are any adjustments, the account cannot be deleted unless all adjustments are deleted first.
  - **NOTE**: Accounts imported from Classic will contain an 'initial' and possible 'gaap inital' budget adjustments with the values imported from Classic. Budget adjustments related to imports cannot be deleted.
- On the Activity ledger, add Full Account Code column using More (under Account header) and review for transactions. Any transactions would not allow you to delete.
- If Account Change was used to change all activity from that account to a different account, the account will still be referenced in Account change so it should remain inactive.

REVENUE ACCOUNT IMPORTANT THINGS TO REMEBER!

Anticipated Revenue Adjustments

When viewing an account, you have the option to view and post anticipated revenue adjustment (i.e., initial revenue figures, additions, deductions, etc.) via the Budgeting Adjustments icon.

Adding a start or stop date to a revenue account **will affect only that account.** If a start date is entered, then the revenue account will become active on that date and will allow processing against it. If a stop date is entered, then the revenue account will become inactive on that date and will NOT allow processing against it. When entering transactions, accounts will only be available to use if the transaction date falls within the account start and stop dates.

Making a revenue account active or inactive **will affect only that account.** If the active box is checked then the revenue account will allow processing against it. If the active box is unchecked then the revenue account will be inactive and NOT allow processing against it.

The delete function may be used to delete any revenue account that does not have any activity against it. A few things that would prevent deleting the account:

- On Core > Account, review the budget adjustments. Even if they total zero, if there are any adjustments, the account cannot be deleted unless all adjustments are deleted first.
  - **NOTE:** Accounts imported from Classic will contain an 'initial' and possible 'gaap initial' budget adjustments with the values imported from Classic. Budget adjustments related to imports cannot be deleted.

- On the Activity ledger, add Full Account Code column using More (under Account header) and review for transactions. Any transactions would not allow you to delete.
- If Account Change was used to change all activity from that account to different account, the account will still be referenced in Account change, so it should remain inactive.

MORE INFORMATION - ACCOUNTS

By default, when a cash, appropriation, expenditure, or revenue account is created and the description is left blank, a default description based on the fund code will be used.

***Note-District can optionally put the description they choose in when creating the account.**

Tracking requisitioned amounts

If the pre-encumbrance module is installed, then total outstanding requisitioned amounts by account are tracked, and by default the dollar amounts associated with all open requisitions previously posted against the same account will be taken into consideration when doing the balance checking. This is desirable if you want a "first come, first served" scenario where users may not post any more requisitions once the balance is depleted. By default, the balance checks are warnings, but rules may be customized to change this to a fatal error, preventing the requisitions from being posted at all.

If the user would like to track the requisitioned amounts, but NOT take them into consideration when doing the balance checking, this is possible by installing the pre-encumbrance module and then adjusting the rules which are enabled in the ADMIN/Rules option. In this case you would want to disable the rule "DefaultBalanceCheckWarning" and enable the rule "ReqBalanceCheckWarningExcludesPreencumbrances.

Individual user’s access to the account types as well as accounts within each account type is controlled by a variety of variables such as User account (where the Account Filter and Role (and permissions assigned to those Roles) are defined for each user, User Preferences, Rules, etc.

The "Show Active" checkbox is available at the top of the Cash, Appropriation, Expenditure, and Revenue grids. By default, this checkbox will be checked and will filter the grid to show only accounts that Active = true. This checkbox is independent for each of the different Account tabs (Cash, Appropriation, Expenditure, Revenue) so if it is unchecked on one grid, it does not affect the grids for other account types. This checkbox will maintain the user selection. If a user unchecks the box, it will remain unchecked until it is checked again even if the page is refreshed, or the user navigates away from the page.

Bring Awareness to the Risks for Identity Theft

ANDY MELICK

Educating school districts, teachers, administrators, and students about the risks of cyber threats and online security is essential to safeguard them from potential vulnerabilities. Here are some vital points to address when discussing this subject within educational institutions:

1. **Types of Scams:** Outline the various types of cyber threats that can target educational environments, including phishing attacks, social engineering, malware infections, and data breaches. Illuminate the tactics hackers employ to exploit vulnerabilities.
2. **Personal Information Protection:** Emphasize the critical nature of safeguarding personal and confidential information. Stress the importance of not sharing sensitive data via email, text, or phone, especially if the communication is unsolicited. Emphasize that legitimate entities will not request sensitive details through these communication channels.
3. **Caller ID Spoofing:** Educate them about caller ID manipulation, wherein hackers can alter the caller ID to appear legitimate or even from within the educational institution.
4. **Strong Passwords:** Encourage the adoption of strong, unique passwords for all online accounts. Consider assisting in the implementation of password management tools to securely organize passwords.
5. **Verify Before Acting:** Advise verifying the authenticity of any financial or information requests by directly contacting the school district, teacher, administrator, or student through official contact channels rather than relying on information provided by potential cybercriminals.
6. **Tech Support Scams:** Clarify that genuine tech support services will not initiate unsolicited contact to address technical issues. If they receive such communications, instruct them to disconnect and engage their trusted tech support resource.
7. **Phishing Awareness:** Train them to recognize phishing emails and suspicious links. Encourage avoidance of clicking on links or downloading attachments from unknown sources.
8. **Social Media Awareness:** Discuss the risks of oversharing personal information on social media platforms, as cybercriminals can exploit this data for targeted attacks.
9. **Emergency Scams:** Educate about emergency scams, wherein scammers pose as members of the educational community in distress, requesting immediate financial aid. Urge verification of such requests before taking any action.
10. **Financial Monitoring:** Recommend the establishment of regular financial account monitoring and alerts for any unusual activities.
11. **Stay Informed:** Encourage them to stay informed about the latest scams and fraud tactics through reliable sources and government agencies.
12. **Open Communication:** Foster transparent communication with school districts, teachers, administrators, and students, creating an environment where they feel comfortable discussing potential cyber threats or suspicious incidents.

Remember that ongoing education and communication are key. Encourage educational stakeholders to reach out for assistance when uncertain about a situation, and exhibit patience while guiding them through safe digital practices.

CONTACT US: 330-926-3900

*Press 0 for the HelpDesk

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